



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE AND SECURITY COMMAND
501ST MILITARY INTELLIGENCE BRIGADE
UNIT 15282
APO AP 96205-5282

SEP 01 2012

IADK-Z

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #1 – Open Door Policy

1. Reference. AR 600-20, Army Command Policy, dtd 18 Mar 08 (incorporating Rapid Action Revision, dtd 20 September 2012)
2. Purpose. To establish a policy consistent with the above reference and provide guidance to all personnel assigned to 501st MI Brigade on my Open Door Policy.
3. Summary. Every Soldier and civilian assigned to the brigade is afforded the right and the opportunity to bring to my direct attention grievances concerns or other circumstances that affect discipline, morale, and mission effectiveness using my open door policy.
4. Specifics. Though Soldiers, civilians, or Family Members are free to approach me to discuss any issue at any time, I encourage the use of the chain of command or support channels first for resolution at the lowest levels first, if possible. Otherwise, if you are unable to resolve at that level then every Soldier, civilian or Family Member is free to contact me directly with issues by contacting the Brigade Executive Officer or Administrative Assistant for appointment. Each individual should inform their chain of command before using the open door policy, though it is not necessary to disclose the nature of the problem when making an appointment.
5. Point of contact is the Brigade Executive Officer or Administrative Assistant at DSN723-5654.


JASON A. CHUNG
COL, MI
Commanding

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